

MEDICAL DIRECTOR, HEALTH SERVICES
(Executive Management)

DEFINITION:

Under administrative direction, to serve as the chief medical advisor to the Director of Health and Human Services Agency (HHS), Deputy Director and program chiefs of Physical Health Services; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is a one-position executive management class allocated only to the Health and Human Services Agency, Health Services. The Medical Director, Health Services reports to the Deputy Director, Physical Health Services and is responsible for serving as the medical advisor to health services staff regarding indigent health care policy/procedures, programs, and health care reform.

This class differs from Medical Director, in that the latter is an Unclassified Management class responsible for directing all clinical functions of a hospital or major program within Mental Health Services.

EXAMPLES OF DUTIES:

Provides general medical advice to the Deputy Director and program chiefs in establishing medical policy, procedures, and practices (medication use, physical examinations, patient care, evaluation of medical practices, and acute care facilities) for all Physical Health Service units; establishes medical and indigent health care policy and programs; administers contracts for the County Medical Services program; reviews a variety of reports (quality of health care, inspection, licensing, and evaluations) and prepares recommendations; reviews current medical issues and problems and provides advice and consultation; advises staff on medical quality assurance policy/procedures for ambulatory care programs; resolves medical disputes relative to patient care; visits and evaluates the services of community clinics and other health care programs; conducts investigations of reports of inappropriate medical care; prepares and presents reports to the Board of Supervisors, commissions, medical groups, community groups, and other agencies on medical matters relating to Physical Health Services.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Practices of medicine used in public hospitals for indigent populations.
- Health care concerns found in a governmental health care system: medical care delivery systems, primary care, correctional health care programs, emergency medical services, and geriatrics.
- Methods and procedures used in planning, implementing, and evaluating medical issues and problems.
- Principles and methods of quality assurance and utilization review.
- Policy/procedure development and implementation related to public medical care systems and programs.
- The General Management System in principle and practice.

General Knowledge of:

- Relevant Federal, State, and local laws, regulations, codes, protocols, and procedures applicable to medical care delivery systems, skilled nursing facilities, and community medicine.
- Principles and theory of public administration including general administration, human resource management, fiscal management, and accounting.

Skills and Abilities to:

- Provide general medical advice to the Deputy Director and programs chiefs in establishing medical policy, procedures, and practices (medication use, physical examinations, patient care, evaluation of medical practices, and acute care facilities) for all Physical Health Service units.
- Establish and implement medical and indigent health care policy and programs.
- Administer contracts for the County Medical Services program.
- Review a variety of reports (quality of health care, inspection, licensing, and evaluations) and prepare recommendations.
- Ensure that Physical Health care facilities conform to laws, regulations, codes, protocol, and standards.
- Implement quality assurance and utilization review programs to maintain patient care standards.
- Identify, analyze, and resolve medical operational problems and issues.
- Prepare and present reports to the Board of Supervisors and other agencies.
- Establish and maintain effective working and diplomatic relations with staff, the public, and representatives from governmental, community, and other agencies.

SPECIAL NOTES, LICENSES OR REQUIREMENTS:**Licenses:**

The incumbent in this class must possess a valid license to practice medicine in the State of California.

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their own personal vehicle.